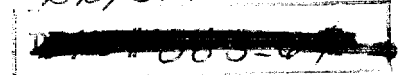


*DD/S+T. Subj.*

*ADM-4*

27 DEC 1963

*DD/S+T-2586-63*



**MEMORANDUM FOR:** Chief, Space Allocation and  
Facilities Branch, OL/LSD

**THROUGH:** Chief, Administrative Staff, DD/S&T

**SUBJECT:** Request for Carpentry

1. It is requested that carpentry as indicated below be accomplished in Room 5G15.

a. Remove the existing north-south full partition and door that now separates the eastern part of 5G15 from the western part. This will permit more effective use of working space; facilitate communications between analysts working on like projects; and improve security by giving better visual coverage to the red phone nearest the corridor door. (Sketch attached)

b. Divide the westernmost part of 5G15 by erecting an east-west full partition with door as shown on the attached sketch. This division is necessary to permit discussions on highly classified materials. The erection of this wall will decrease substantially the amount of space designated for administrative and supervisory purposes, and increase to that extent the amount of space for research and analysis.

2. This work is not a part of the "DD/I move" as first planned. It has become necessary because organizational changes that have been made could not have been anticipated.

**SUBJECT: Request for Carpentry**

3. Should there be any difficulty in scheduling this work against a reasonably early target date we would appreciate it if you would telephone [redacted] of this Staff on Extension [redacted]

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**Executive Officer  
Scientific Intelligence**

**CONCURRENCE:**

**SIGNED**

**Administrative Staff, DD/S&T**

**31 DEC 1963  
Date**

**Attachment  
Sketch**

**Distribution:**

- Orig & 1 - Addressee
- 1 - Admin Staff, DD/S&T
- 2 - EO/SI
- 1 - Chief, DSD
- 1 - [redacted]

25X1

**OSI/IPS: [redacted] (24 Dec 63)**

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